

demonstrated and whether the evaluator considers it closed. If an ARCA was not adequately demonstrated the evaluator must also describe why it was not adequately demonstrated. Should there be any new issues identified, the evaluator must describe these in the narrative.

2. How To Use the Evaluation Module

The Module should be reviewed prior to arriving at the evaluation site. During the exercise/drill the evaluator should observe and take notes. Assuming the evaluator is familiar with the REP Exercise Preparation Guide, there is no need to take the evaluation module to the location. The evaluator is thus freed up to observe, take notes, and ask questions. Afterwards, the module should be reviewed again while preparing the narrative of what was observed and the conclusion of whether the criterion was adequately demonstrated or not.

3. How To Write a Narrative

As the “eyes and ears of the RAC Chairperson,” the evaluator must write a complete narrative of the activities observed during the exercise. However, it is imperative that the narrative be explicitly geared to the particular criterion and sub-area, e.g., Mobilization should not include a discussion of direction and control or EAS messages.

As a guide, the evaluator should prepare the narrative by considering “who, what, when, why, where, and how” to describe activities. Any outstanding ARCAs should be addressed and the discussion should include how the ARCA was corrected and closed or why it should remain open. New exercise issues require a discussion of what occurred. The narrative should support the evaluator’s “yes” or “no.”

4. How To Write an Issue

In addition to being included in the narrative, all new and continued exercise issues must have an Issues page completed. Completion of this page will also assist the evaluator in organizing events and thoughts that led to the issue being identified. The issue has five components to it that the evaluator must complete.

1. Condition: describe the inadequacy
2. Possible Cause: what created the issue - responsibility
3. Reference: cite the NUREG-0654 element (see module criterion and select the appropriate one, cite regulation, and plan, if appropriate)
4. Effect – a discussion of what resulted or could have resulted due to this issue
5. Recommendation: suggestions on how to correct the issue

REMEMBER: evaluators do not classify issues. Only the RAC Chairperson has that authority.